

ALBEMARLE POLICE DEPARTMENT

Complaint Process

This information is intended to help you to understand the complaint process within this Department. All complaints that allege misconduct by a member of this Department or pertain to Departmental policies and procedures will be documented and investigated to the fullest extent possible.

Complaints may be made in person, by telephone, or in writing. Anonymous complaints, or complaints from citizens who wish their names to be held in confidence, shall be accepted for investigation.

1. If you wish to file your complaint in writing, you will be given a complaint report to complete and return to the Police Department.
2. The report will then be forwarded to the Chief of Police no later than the next business day.
3. Upon review by the Chief of Police, complaints will be assigned for investigation as necessary.
4. During the process, the complainant will be informed by the Chief of Police, or his designee periodically concerning the current status of the complaint.
5. Internal investigations are to be completed within thirty (30) days of assignment. Extensions will be granted by the Chief of Police when extenuating circumstances exist.
6. When the investigation is complete, the Chief of Police will notify the complainant of the investigative findings. The specificity of this notification will be at the discretion of the Chief of Police.

**Albemarle Police Department
Report of Complaint**

Date_____ Rec. By_____

Name of Complainant_____

Address_____

Phone (W) _____ (H)_____

Nature of Complaint_____

Explanation or Statement_____

Additional Pages { }

Department Action_____

Reviewed By_____ Date_____

Signature of Complainant_____

Person Receiving Complaint_____

Copy Provided to Complainant Yes { } No { } Date_____

Reviewed _____ Chief of Police, Date_____